

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Table of Contents

Overview	2
Transactions	2
Key Field Information	2
Data Elements	3
Systems Edits	3
Tables	3
FAACS Screens	4
Overview	4
Detailed FAACS Asset Record	5
Summarized Asset Information	6
Inquiry	7
Use of Navigation Bars	8
Overview	8
Listing/Select	8
View, Add, Edit, Delete	11
Create A New Transaction	13
Overview	13
Adding a New Asset	13
Changing an Existing Asset	17
Deleting an Existing Asset	18
Existing Transactions Residing on the Transaction File	18
Editing Existing Transactions	18
Changing Security Status of a Transaction	20
Multiple Transaction Generator	25
Overview	25
Assigning Consecutive Numbers	26
Assigning Specified Numbers	27
FAACS Data Elements	28
Contacts	34
DOA Contact	34
Subject Cross References	34
References	34

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Overview

Transactions

Three types of transactions may be input into FAACS.

- An **add** transaction is appropriate when a new asset has been acquired and is to be added to the FAACS master file.
- A **change** transaction is generated when a change is to be made to an existing asset record on the master file.
- A **delete** transaction will remove an existing asset record from the master file.

Caution: Delete transactions should only be used on rare occasions. Delete transactions do not leave an audit trail. They merely eliminate the asset record. A delete transaction should only be used to remove incorrect information from the master file that can not be removed in any other way. The incorrect data will presumably be replaced by correct data.

Do not confuse delete with disposal. When an asset has been traded in, lost, stolen or transferred to DGS for sale as surplus, its master file record should not be deleted. Instead, a change transaction that modifies the asset record to include disposal information should be entered. Three years after an asset has been disposed, the record will be purged by the system. The resulting “Purged Asset Report” serves as an audit trail for the disposal process.

Key Field Information

The FAACS master file contains a 1500-byte record for each asset that is entered. Each asset record is identified by its “key” field information. This is its address as far as the computer is concerned. Three data elements make up the key field information. These are:

- Agency number (3 characters)
- Asset Category (1 character). These are 1-land, 2-buildings, 3-infrastructure and 4-equipment.
- FAACS ID (9 characters). This typically is or incorporates the asset’s tag number for equipment. All nine characters must be filled. If the tag number, and/or other relevant information to be included, is less than 9 characters, the left most characters should be zero filled.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Overview, Continued

Data Elements Each record contains a uniform set of data elements. The data elements vary from one to 25 characters (or bytes) in length totaling 1500 bytes for each record. Data elements contain specified information in a predetermined format for each data element. The data elements are subject to systems edits to ensure that only properly formatted and appropriate data is contained.

Some data elements are required. An asset can not be added to the system unless all required data elements contain valid and appropriately formatted data. The remaining data elements are optional. Most data elements are formatted to accept alpha/numeric data and are left justified. Some data elements are formatted to contain dollar amounts. These accept numeric data only in dollars and cents (with decimal) format, are right justified and are automatically zero filled.

For a listing of all FAACS data elements that includes relevant information on each, refer to FAACS Data Elements beginning on page 28.

Systems Edits Data entered into each data element or field is subject to systems edits. This is to ensure that inappropriate data is not entered into a field. This topic includes detailed specifications for valid data to be entered into each of the data elements.

If the data is in a relevant FAACS or CARS table, an on-line table lookup is done.

Tables FAACS is a table driven system. A table is a file that contains only valid data elements. Where applicable, transaction data is compared to tables as part of the edit process.

FAACS tables include:

- Funding Source table
 - Federal Cost Category table, and
 - FAACS Nomenclature Code table.
-

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Overview, Continued

Tables continued

CARS tables include:

- CARS Descriptor tables, i.e., agency, program, project, FIPS code and cost code tables.
- CARS transaction code decision table.

The user may access FAACS tables for inquiry purposes.

FAACS Screens

Overview

Data entry and inquiry functions are accessed through the use of screens. Refer to topic 70320 for information on the Navigation Bars. For inquiry or input of new (add, change or delete) transactions, access the master file through the master file maintenance navigation bar. To access transactions that have been previously entered but not yet released into the nightly edit update, access the transaction file by using the transaction file maintenance navigation bar. To correct any error file items, access the error file by using the error file maintenance navigation bar. To enter summary transactions (CIP) use the summary maintenance navigation bar.

The on-line system has two basic presentations for asset records. These are the

- Detailed FAACS asset record, and
- Summarized asset information

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

FAACS Screens, Continued

Detailed FAACS Asset Record

This presents one asset record at a time and includes all the data elements for the asset record. The data screen bar (top of the screen under the navigation bars) allows the user to view all data elements (Display All) or to view only the required and most used data elements (Required Data). The latter option is supplemented with an option to view only the remaining data elements (Additional Data).

FAACS - Microsoft Internet Explorer

Address: <https://webapp1.doa.state.va.us/faacs/main.cfm?54>

4/30/2003 Fixed Asset Accounting and Control System 11:07:31 AM

Master File View, Add, Edit, Delete

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

Record Displayed.

Required Data | Add'l Data | Display All

AGENCY	ASSET CATEGORY	ID	REC CREATED	REC LAST UPDATED	PG ACTION	TRN TYPE
151	4-Equipment	000000758	07172000	09242002	View	View

DESC LINE 1 DELL POWEREDGE 2400

DESC LINE 2 PROCESSOR W/256K

DESC LINE 3 133 CACHE

DESC LINE 4

BLDG ID 00133 FIPS 760 WING 4 FLOOR 5 ROOM 5

RESP POSITION RESPONSIBLE DESC AUDIT MANAGER

ACQ BASIS AVAIL CODE ACQ MET OWN STAT

Opening page <https://webapp1.doa.state.va.us/faacs/FANL0120.cfm?Agency=151&Categ>

Start | Inbox - Microsoft Outlook | Microsoft Word - Data Ent... | FAACS - Microsoft Inte... | 11:07 AM

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

FAACS Screens, Continued

Summarized Asset Information

This presents one line of information for each asset displayed but allows as many as twenty assets to be viewed at one time on a screen. The information displayed for each asset in this mode includes FAACS Key field information (agency number, category and FAACS ID), asset description, acquisition date, disposal code (if the asset has been disposed) and funding amount. The summary presentation includes the ability to click on “detail” by each asset presented to allow easy access to the detailed information for the asset.

4/30/2003 Fixed Asset Accounting and Control System 11:05:27 AM

Master File Listing/Select

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

Records 1 - 20 of 380

	AGY	CAT	ID NUM	DESCRIPTION	ACQ DATE	DISP	FUND AMOUNT
[detail]	151	4	000000034	PERSONAL COMPUTER	03091984		3,070.00
[detail]	151	4	000000035	PERSONAL COMPUTER	03091984		3,070.00
[detail]	151	4	000000555	LAPTOP WITH 640K MSDOS	04011988		2,255.50
[detail]	151	4	000000581	COMPUTER W/ 20 MG DRIVE	08291988		5,990.00
[detail]	151	4	000000598	PORTABLE COMPUTER AT,640K	02071989		2,987.00
[detail]	151	4	000000600	LAPTOP COMPUTER W/CARRYIN	02221989		3,327.00
[detail]	151	4	000000722	COMPUTER LAPTOP	06291989		2,559.00
[detail]	151	4	000000727	WIN AT 386 COMPUTER	07181990		3,052.00
[detail]	151	4	000000729	XEROX FAX MACHINE	06201990		3,384.00
[detail]	151	4	000000730	TOSHIBA LAPTOP COMPUTER	06261990		3,072.00
[detail]	151	4	000000752	DELL P111 450KGXI /M	09031999		989.00

PREVIOUS NEXT HELP LOGOFF

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

FAACS Screens, Continued

Inquiry

The inquiry function is facilitated by use of both formats. The master field can be scrolled backward and forward in either presentation.

Navigation around FAACS is accomplished by use of navigation bars (refer to CAPP Topic 70320, *System Flow*). Actions within the screens are accomplished by use of action buttons.

Action buttons appear at the bottom of the screens. The screen that you are in determines which ones appear. Use of the action buttons is straightforward. For example, **to add, edit or delete**, click on the appropriate button. When data has been entered, click on **Accept**. To scroll, use **next** and **previous**.

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Use of Navigation Bars

Overview

Navigation bars may be used to access FAACS for both data entry and inquiry. When using the mouse to click on a navigation bar. Several choices are offered. Generally, at least two are found.

Listing/Select

“Listing/Select” (or File/listing/select) allows the user to enter agency number, asset category and FAACS ID (key field information) for an asset. Enter as much of the key field information as necessary and click on the **View** action button at the bottom of the screen to obtain a screen that presents summary asset information that begins with the FAACS key field information entered. If FAACS ID is not entered, the presentation begins with the lowest FAACS ID for the category entered.

FAACS - Microsoft Internet Explorer

Address: <https://webapp1.doa.state.va.us/faacs/main.cfm?54>

4/30/2003 Fixed Asset Accounting and Control System 11:07:31 AM

Master File View, Add, Edit, Delete

Listing/Select
View, Add, Edit, Delete

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

Record Displayed.

Required Data Add'l Data Display All

AGENCY	ASSET CATEGORY	ID	REC CREATED	REC LAST UPDATED	PG ACTION	TRN TYPE
151	4-Equipment	000000758	07172000	09242002	View	View

DESC LINE 1 DELL POWEREDGE 2400

DESC LINE 2 PROCESSOR W/256K

DESC LINE 3 133 CACHE

DESC LINE 4

BLDG ID FIPS WING FLOOR ROOM RESP POSITION RESPONSIBLE DESC

00133 760 Search FIPS 4 5 AUDIT MANAGER

ACQ BASIS AVAIL CODE ACQ MET OWN STAT

VIEW ADD EDIT DELETE PREVIOUS NEXT HELP LOGOFF

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Use of Navigation Bars, Continued

Listing/Select continued When you click on “view”, you will get a summarized asset information screen.

FAACS - Microsoft Internet Explorer

Address: <https://webapp1.doa.state.va.us/faacs/main.cfm?54>

4/30/2003 Fixed Asset Accounting and Control System 11:10:45 AM

Master File Listing/Select

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

Records 1 - 20 of 380

	AGY	CAT	ID NUM	DESCRIPTION	ACQ DATE	DISP	FUND AMOUNT
[detail]	151	4	000000034	PERSONAL COMPUTER	03091984		3,070.00
[detail]	151	4	000000035	PERSONAL COMPUTER	03091984		3,070.00
[detail]	151	4	000000555	LAPTOP WITH 640K MSDOS	04011988		2,255.50
[detail]	151	4	000000581	COMPUTER W/ 20 MG DRIVE	08291988		5,990.00
[detail]	151	4	000000598	PORTABLE COMPUTER AT,640K	02071989		2,987.00
[detail]	151	4	000000600	LAPTOP COMPUTER W/CARRYIN	02221989		3,327.00
[detail]	151	4	000000722	COMPUTER LAPTOP	06291989		2,559.00
[detail]	151	4	000000727	WIN AT 386 COMPUTER	07181990		3,052.00
[detail]	151	4	000000729	XEROX FAX MACHINE	06201990		3,384.00
[detail]	151	4	000000730	TOSHIBA LAPTOP COMPUTER	06261990		3,072.00
[detail]	151	4	000000752	DELL P111 450KGXI /M	09031999		989.00

PREVIOUS NEXT HELP LOGOFF

Start | Inbox - Microsoft Outlook | Microsoft Word - Data Ent... | FAACS - Microsoft Inte... | 11:11 AM

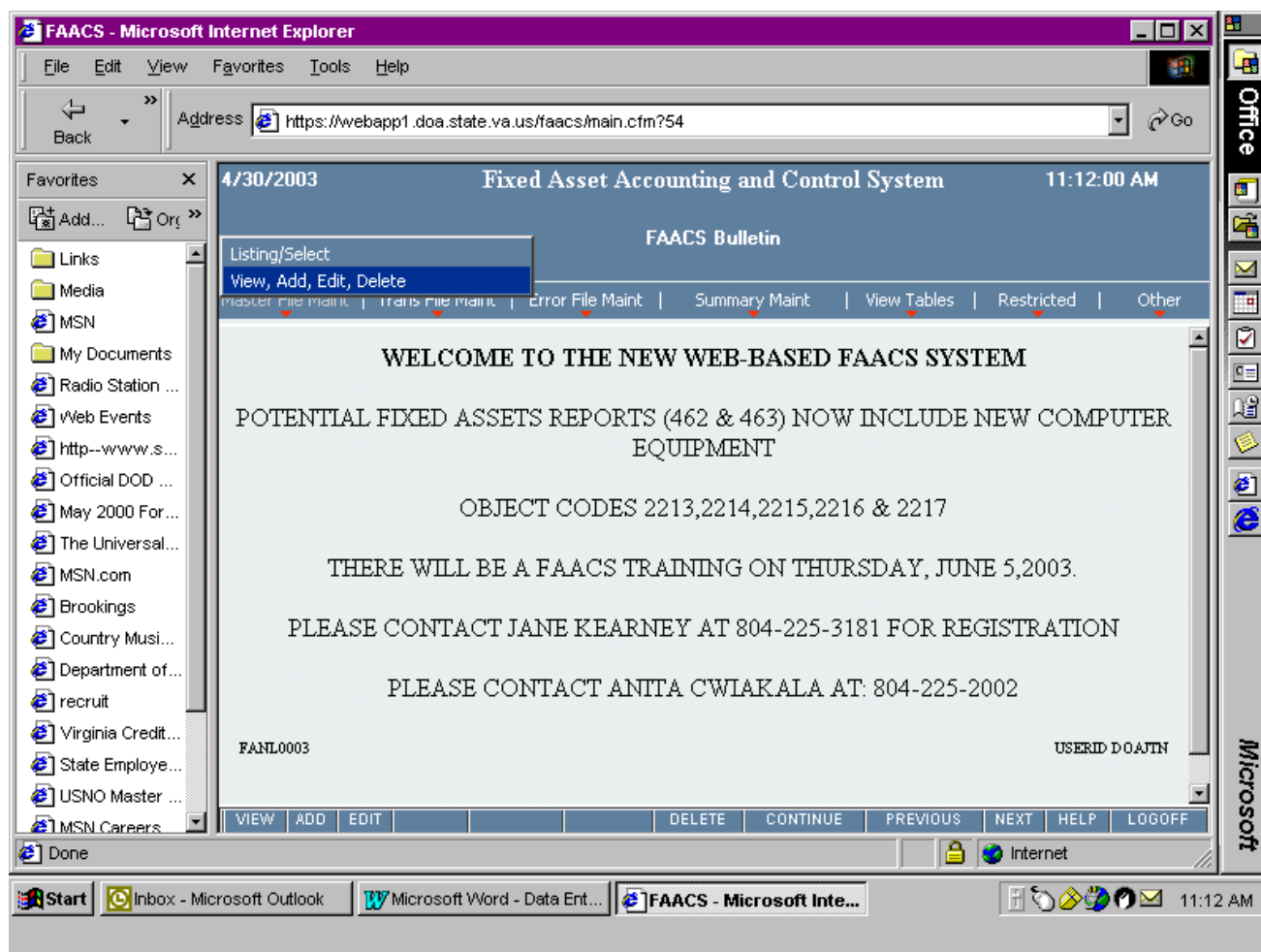
Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Use of Navigation Bars, Continued

View, Add, Edit, Delete

“View, Add, Edit, Delete” (or view, edit, delete) allows the user to obtain a detailed asset record screen. The screen will present the record with the lowest FAACS ID available for the agency. The FAACS ID may be replaced with another one, if known, by keying the desired one in the FAACS ID field and clicking on the **view** action button.



Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Use of Navigation Bars, Continued

View, Add, Edit, Delete continued

If you choose “View, Add, Edit, Delete”, you will get a detailed asset record screen.

The screenshot shows the FAACS - Microsoft Internet Explorer window. The address bar displays <https://webapp1.doa.state.va.us/faacs/main.cfm?54>. The page title is "Fixed Asset Accounting and Control System" with a timestamp of 11:12:23 AM. The main heading is "Master File View, Add, Edit, Delete". Below this, there are tabs for "Master File Maint", "Trans File Maint", "Error File Maint", "Summary Maint", "View Tables", "Restricted", and "Other". The "First Record Displayed." section shows a table with columns: AGENCY, ASSET CATEGORY, ID, REC CREATED, REC LAST UPDATED, PG ACTION, and TRN TYPE. The record displayed is for a VOTING SYSTEM-CHAMBER. Below the table, there are fields for BLDG ID, FIPS, WING, FLOOR, ROOM, RESP POSITION, and RESPONSIBLE DESC. The BLDG ID is 00038, FIPS is 760, and RESP POSITION is CLERK OFFICE. At the bottom, there are buttons for VIEW, ADD, EDIT, DELETE, PREVIOUS, NEXT, HELP, and LOGOFF.

Data entry is effected using the detailed record screen format. To add an asset, use the “**ADD**” action button at the bottom of the screen to obtain a blank detailed screen. Key the information into the data elements as appropriate. To edit a record (change transaction), obtain the detail screen for that record (FAACS ID), click on “**EDIT**” and enter data in any field that is needed. To delete a record, access the record and delete it using the “**DELETE**” action button.

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Create A New Transaction

Overview

To create a new transaction, access the master file via the **Master File Maintenance** navigation option. Choose “**View, Add, Edit, Delete**”. A basic screen that contains the first asset (lowest FAACS ID number) that your security allows will appear. If the user wants to access the detail screen of an asset and knows the FAACS ID, this may be accomplished by clicking in the FAACS ID field, entering the number of the desired asset record and clicking view.

Adding a New Asset

To add an asset, click on the “**ADD**” action button. This will clear the screen to accept data for the new asset being added. Key the data into the screen. Be sure all required fields contain appropriate data. Required fields are yellow, while optional fields are white.

While you are in the data entry mode, you will be able to access several tables that will assist in the data entry function. These are:

- FIPS code table
- Nomenclature code table
- Funding source code table

The next three screens demonstrate accessing the FIPS code table screen. The nomenclature code and funding source code tables are similarly accessed during data entry when adding an asset.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Create A New Transaction, Continued

Adding a New Asset continued Note the “Search FIPS” bar on this screen.

FAACS - Microsoft Internet Explorer

Address: https://webapp1.doa.state.va.us/faacs/main.cfm?54

4/30/2003 Fixed Asset Accounting and Control System 11:12:23 AM

Master File View, Add, Edit, Delete

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

First Record Displayed.

Required Data Add'l Data Display All

AGENCY	ASSET CATEGORY	ID	REC CREATED	REC LAST UPDATED	PG ACTION	TRN TYPE
100	4-Equipment	000000001	01281993	03282003	View	View

DESC LINE 1 VOTING SYSTEM-CHAMBER

DESC LINE 2

DESC LINE 3

DESC LINE 4

BLDG ID FIPS WING FLOOR ROOM RESP POSITION RESPONSIBLE DESC

00038 760 Search FIPS CLERK OFFICE

ACQ BASIS AVAIL CODE ACQ MET OWN STAT

VIEW ADD EDIT DELETE PREVIOUS NEXT HELP LOGOFF

Done Internet 11:27 AM

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Create A New Transaction, Continued

Adding a New Asset continued Clicking on the “Search FIPS” bar will access the search FIPS table screen. Key in the FIPS location you are looking for (in this example, Richmond).

The screenshot displays the FAACS (Financial Accounting and Control System) interface. A 'Get FIPS - Microsoft Internet Explorer' window is open in the foreground, showing a search for 'Richmond' in the 'FIPS Title' field. The background window shows the main data entry screen with various fields and buttons.

Get FIPS - Microsoft Internet Explorer

FIPS Title: FIPS Code:

Accounting and Control System 11:30:38 AM

View, Add, Edit, Delete

Summary Maint | View Tables | Restricted | Other

DESC LINE 2

DESC LINE 4

FOR ROOM RESP POSITION RESPONSIBLE DESC

ACQ MET OWN STAT

P-Purchase A-By VA Agency (COV)

ACQ DATE SURPLUS DATE NOMENCLATURE

Y-Yes Capitalized

Search Nor

VENDOR ID AGY LIST NUM VOUCHER P O NUM FFY FFM QUANTITY LAST INV DATE

Internet 11:32 AM

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Create A New Transaction, Continued

Adding a New Asset continued Click on “Search” and the relevant part of the table will be displayed on the screen.

To choose the desired code, click on “select”.

The screenshot displays the FAACS Online interface. A 'Get FIPS' window is open, showing a search for FIPS codes. The window lists 6 records found, including Richmond City (760), Richmond County (159), and various Richmond Division II Circuit codes. The main window shows a transaction form with fields for STATUS, REC CREATED, REC LAST, PG, and TRN, along with a table for FIPS codes.

Title	Code
[select] RICHMOND CITY	760
[select] RICHMOND COUNTY	159
[select] RICHMOND DIVISION II CIRCUIT	764
[select] RICHMOND GENERAL - CIVIL	763
[select] RICHMOND GENERAL - CRIMINAL	761
[select] RICHMOND GENERAL - TRAFFIC	762

Data elements that have a limited number of allowable choices have drop down menus with these choices. These have default positions that are the most used of the choices.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Create A New Transaction, Continued

Adding a New Asset continued

When you have completed entering data, click on “**ACCEPT**”. If all required data was entered and was valid, you will get a message that the add was successful. If any of the required fields have been omitted or if data entered was not valid, you will get a message that the transaction is incomplete. You will get an error message at the bottom of the screen and the data element(s) that are incorrect will be highlighted in red. Go to the data elements with incorrect data and correct them. Click on “**ACCEPT**” and this time, the message should indicate a successful outcome.

The ADD transaction has been created on the transaction file. If the transaction has a security status of release, it will be released into the nightly edit update at the close of business that day and will appear on the master file on the next business day. If the transaction has a security status of hold, it will remain on the transaction file until released by a user with a release security status.

Changing an Existing Asset

To make a change to an existing asset record, access the asset record on the master file via the **Master File Maintenance** navigation bar. If you know the FAACS ID of the asset you wish to change, choose **Listing/Select** from the **Master File Maintenance** navigation bar. On the Listing/Select screen, enter the key field information (agency number, category, and FAACS ID) for the asset you wish to access. Click on **View** at the bottom of the screen. This will bring up the summary asset information screen. The asset indicated is the first one presented. Click on “**Detail**” to the left of the asset number and the detail screen for the asset is presented.

Next, click on **Edit**. This allows you to edit or make changes to the asset record. Tab to the field(s) that you wish to change. Key in your changes and click on **Accept**. A message indicating that the transaction has been entered successfully should appear.

If invalid information has been entered, you will get a message that the transaction is incomplete. You will get an error message at the bottom of the screen and the data element(s) that are incorrect will be highlighted in red. Go to the data elements with incorrect data and correct them. Click on **Accept** and this time, the message should indicate a successful outcome.

The change transaction has been created on the transaction file. If the transaction has a security status of release, it will be released into the nightly edit update at the close of business that day and will appear on the master file on the next business day. If the transaction has a security status of hold, it will remain on the transaction file until released by a user with a release security status.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Create A New Transaction, Continued

Deleting an Existing Asset

To delete an existing asset, you must access the detailed asset record on the master file. See above directions for accessing a detailed asset record under **Changing an Existing Asset**. To delete the record, click on **Delete**. You will get a message asking you to confirm your intention to delete the asset. Click accordingly using either the **Accept** (or **Cancel**) action button. You will get a message indicating that your delete transaction has been created.

The delete transaction has been created on the transaction file. If the transaction has a security status of release, it will be released into the nightly edit update at the close of business that day and the asset will disappear from the master file as seen on the next business day. If the transaction has a security status of hold, it will remain on the transaction file until released by a user with a release security status.

Existing Transactions Residing on the Transaction File

Editing Existing Transactions

New transactions that have been created reside on the transaction file until released into the nightly edit update. Once a transaction passes the nightly edit update, it will impact the master file. If the transaction has a security status of release, it will be released into the nightly edit update at the close of business that day and will appear on the master file on the next business day. If the transaction has a security status of hold, it will remain on the transaction file until released by a user with a release security status.

You may access transactions on the transaction file at any time prior to release. Transactions on the transaction file may be viewed, changed, deleted or have their status changed up until released into the nightly edit update. The transaction file maintenance function is used to handle transactions that have already been created and are waiting to be released. They may have a Release, Hold or Incomplete status.

To access the transaction file, choose the transaction file navigation bar. The choices offered for this navigation bar are:

- File/Listing/Select
- View, Edit, Delete
- Hold/release individual transactions
- Hold/release by agency or date
- Multiple transaction generator

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Existing Transactions Residing on the Transaction File, Continued

Editing Existing Transactions

Note the choices from the Transaction File Navigation Bar on the screen below.

The screenshot shows the FAACS - Microsoft Internet Explorer interface. The address bar displays <https://webapp1.doa.state.va.us/faacs/main.cfm?77>. The page title is "FAACS - Microsoft Internet Explorer". The main content area shows the "New Record" form. The form includes the following fields and sections:

- Navigation Bar:** File Listing/Select, View, Edit, Delete, Hold/Release Individual Transactions, Hold/Release By Agency or Date, Multiple Transaction Generator, and Control System.
- Form Fields:**
 - AGENCY: 4/30/2003
 - ASSET CATEGORY: 4-Equipment
 - ID: [Empty]
 - STATUS: R-Release
 - REC CREATED: 04302003
 - REC LAST UPDATED: 04302003
 - PG ACTION: Add
 - TRN TYPE: Add
- Description Section:**
 - DESC LINE 1: [Empty]
 - DESC LINE 2: [Empty]
 - DESC LINE 3: [Empty]
 - DESC LINE 4: [Empty]
- BLDG ID Section:**
 - BLDG ID: [Empty]
 - FIPS: [Empty]
 - WING FLOOR ROOM: [Empty]
 - RESP POSITION: [Empty]
 - RESPONSIBLE: [Empty]
 - DESC: [Empty]
- ACQ BASIS Section:**
 - ACQ BASIS: [Empty]
 - AVAIL CODE: [Empty]
 - ACQ MET: [Empty]
 - OWN STAT: [Empty]

The context menu is open over the "File Listing/Select" option, showing the following choices:

- File Listing/Select
- View, Edit, Delete
- Hold/Release Individual Transactions
- Hold/Release By Agency or Date
- Multiple Transaction Generator

File/Listing/Select allows the user to specify a particular asset by key field information. This brings the transaction file for the agency in summary report format. Clicking on “Detail” to the left of the desired asset number will access the detailed information format for an asset.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Existing Transactions Residing on the Transaction File, Continued

Editing Existing Transactions continued

“**View, Edit, Delete**” allows the user to bring up the detailed asset record format. This works the same way as described for the master file, except that “Add” is not an option. If you wish to make a change to a transaction file record, access the record. Click on **Edit** and tab to the desired field(s). Key in the intended change(s) and click on **Accept**.

If you wish to delete a transaction file record, access the record and click on **Delete**. As is the case with deleting a master file record, the user will be asked to confirm the intention to delete. In the case of deletion of a transaction file record, the record will immediately cease to exist.

Changing Security Status of a Transaction

To change the security status of transaction file records, use **the Transaction File Maintenance** navigation bar. Two choices are offered. Individual hold transactions may be viewed and released. Choose **Hold/Release Individual Transactions** from the Transaction File Maintenance navigation bar. To change the status of a transaction, use the drop down menu to the left of the asset number and click on **Accept**.

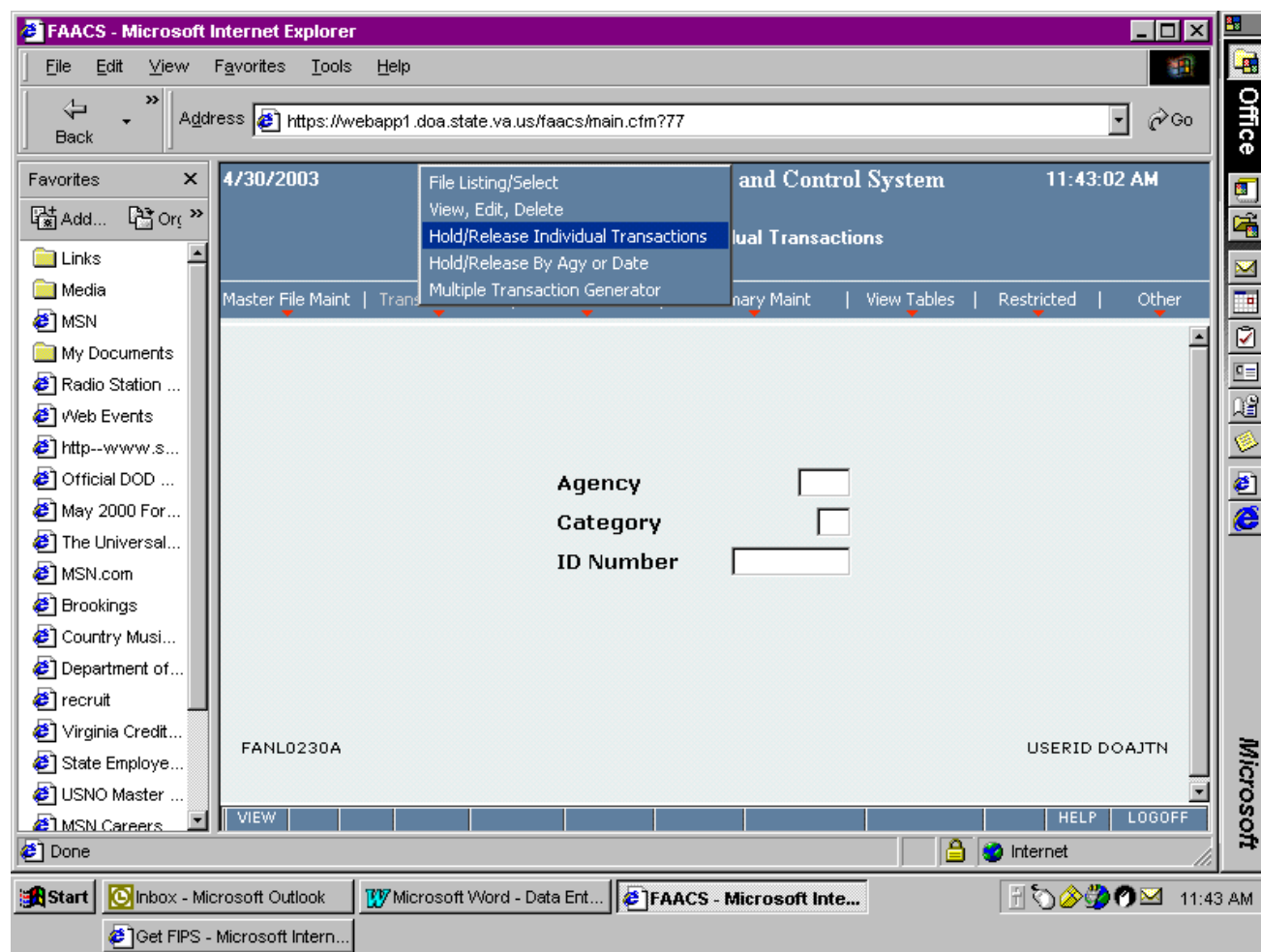
Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Existing Transactions Residing on the Transaction File, Continued

Changing Security Status of a Transaction continued

The option **Hold/Release Individual Transactions** is shown below. Choose agency number and, if desired, category and then **VIEW**.



Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Existing Transactions Residing on the Transaction File, Continued

Changing Security Status of a Transaction continued

A summarized asset information format screen will be accessed that allows the user to change the security status of individual transactions. If necessary, the detailed asset record screen for a transaction may easily be accessed by clicking on **detail**.

4/30/2003 Fixed Asset Accounting and Control System 11:44:13 AM

Hold/Release Individual Transactions

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

Records 1 - 20 of 305

SEL	STA	AGY	CAT	ID NUM	DESCRIPTION	ENTRY DATE	FUND AMOUNT
[detail]	H-Hold	194	4	CL-037444		01212003	0.00
[detail]	H-Hold	194	4	CL-037460		03132003	0.00
[detail]	H-Hold	201	4	002303703	ELL 3200MP PROJECTOR	04142003	2,349.00
[detail]	H-Hold	201	4	002303704	GATEWAY DS600 XL LAPTOP	04142003	2,321.00
[detail]	R-Released	202	4	029402116	COMPUTER DELL POWEREDGE S	04162003	7,217.00
[detail]	R-Released	202	4	029402260	REMOTE ANNEX 6100 V.34	04152003	22,497.00
[detail]	R-Released	202	4	029402261	REMOTE ANNEX 6100 V.34	04162003	18,747.00
[detail]	R-Released	202	4	029402682	COMPUTER DELL POWER EDGE	04162003	5,578.00
					COMPUTER DELL POWER		

PREVIOUS NEXT HELP LOGOFF

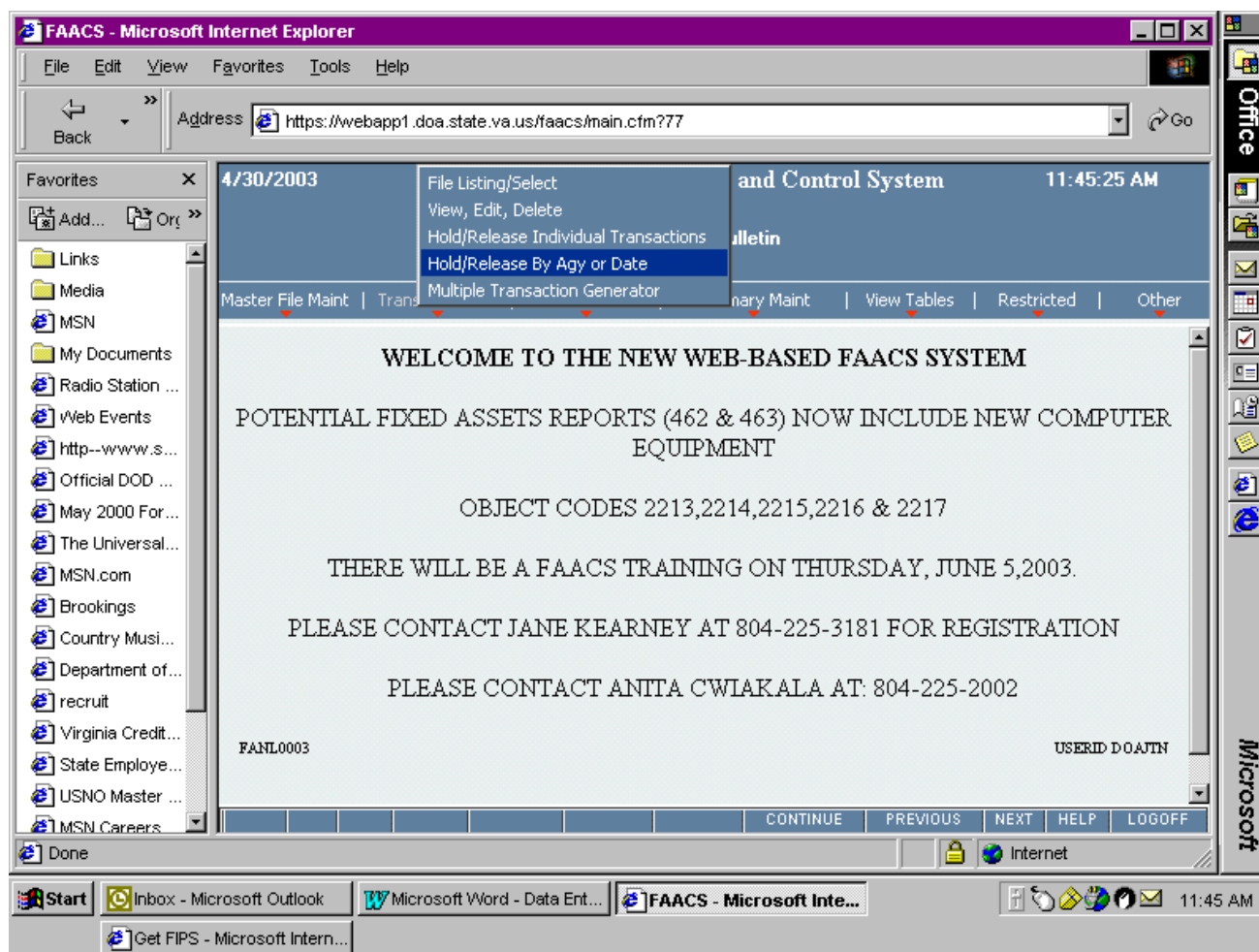
Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Existing Transactions Residing on the Transaction File, Continued

Changing Security Status of a Transaction continued

Alternatively, a range of hold transactions may be released by agency number or by entry date within agency number. For the latter option, choose **Hold/Release by Agency or Date**.



Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Existing Transactions Residing on the Transaction File, Continued

**Changing
Security Status
of a
Transaction
continued**

Enter the date as called for in the screen and click on **ACCEPT**.

Usually, the status is changed from Hold to Release. However, the status may also be changed from Release to Hold.

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

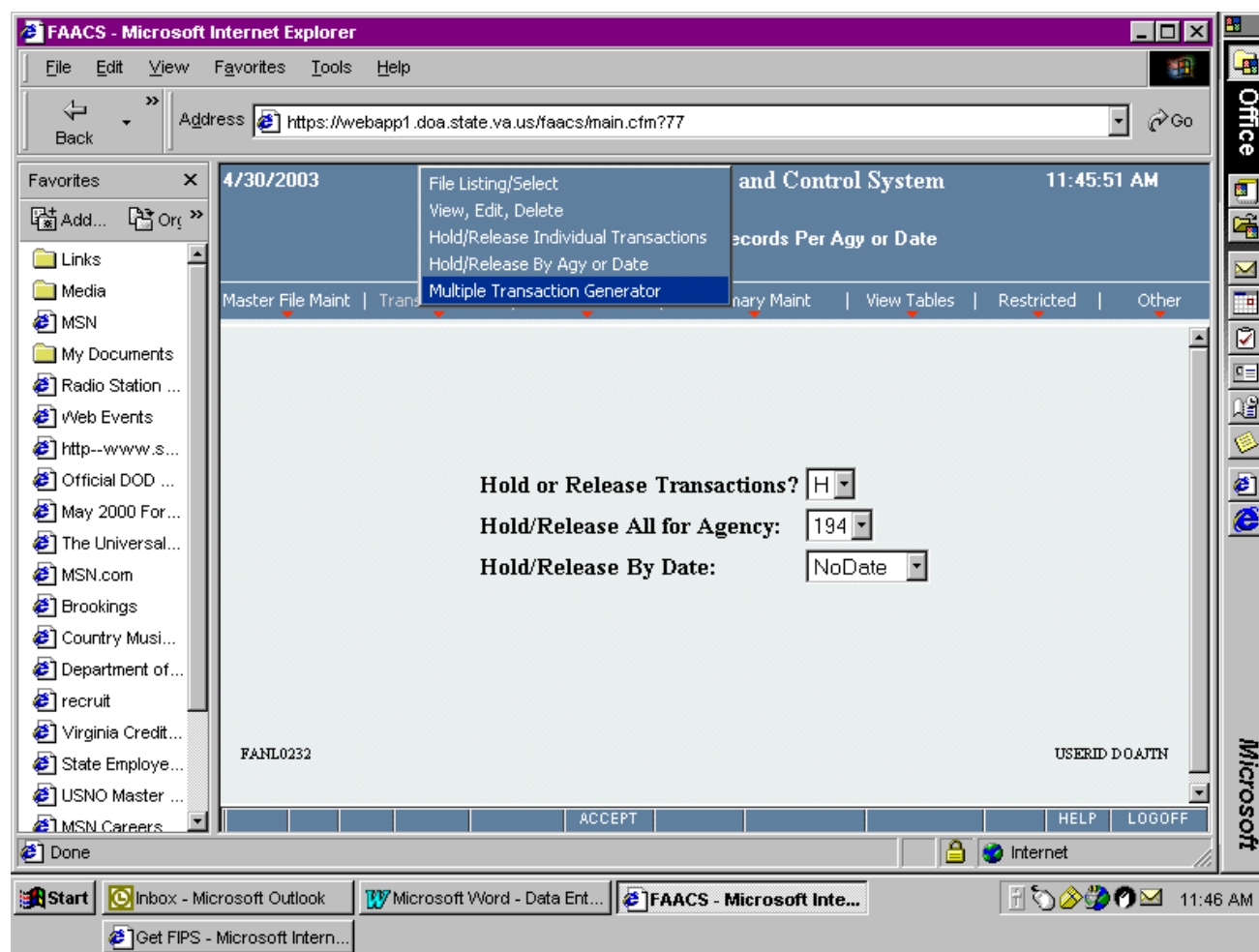
Multiple Transaction Generator

Overview

The multiple transaction generator is used to generate multiple add transactions based on a transaction that has been entered and is on the transaction file. This feature could be useful when many assets have been acquired with the same make and model, such as personal computers or motor vehicles. Up to 25 transactions may be generated at one time.

To use this feature, choose **Multiple Transaction Generator** from the **Trans File Maint** navigation bar. The key field information for the asset record to be replicated is entered and the number of transactions to be generated is specified.

See below for an example of the **Multiple Transaction Generator** choice from the **Trans File Maint** navigation bar. Two possible scenarios can occur.



Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Multiple Transaction Generator, Continued

Assigning Consecutive Numbers

If the user plans to assign consecutive numeric tag numbers to the assets, the starting ID is indicated.

FAACS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://webapp1.doa.state.va.us/faacs/main.cfm?777> Go

4/30/2003 Fixed Asset Accounting and Control System 11:47:17 AM

Multiple Transaction Generator

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

Agency Cat ID

☒ Generate Using Starting ID Number of Transactions to Generate

Or

☐ Generate Using

ACCEPT HELP LOGOFF

Start Inbox - Microsoft Outlook Microsoft Word - Data Ent... FAACS - Microsoft Inte... 11:48 AM

Get FIPS - Microsoft Intern...

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Multiple Transaction Generator, Continued

Assigning Specified Numbers

If the user does not plan to assign consecutive numbers or if the IDs will contain alpha characters, the IDs to be assigned are indicated in the blocks provided.

Click on the appropriate “Generate Using” button to specify the method for assigning FAACS IDs to the asset records created.

Once the transactions have been generated, it may still be appropriate to access the records and make changes to certain fields, such as location, responsible person, organization code or serial number.

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

FAACS Data Elements

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

<u>SCREEN FIELDS</u>			<u>SCREEN FIELD DESCRIPTION</u>
DESC LINE 1	R	A/N 25	ASSET DESCRIPTION
DESC LINE 2-4	O	A/N 25	ASSET DESCRIPTION - additional 25 A/N characters/line
BLDG ID	R*	A/N 5	STRUCTURE IDENTIFICATION (or Building housing equipment) - REQUIRED IF asset is Equipment
FIPS	R	N 3	FIPS Code identifying city, town or county where asset is located. Refer to FIPS CODE Table.
WING	O	A/N 2	Wing of Building identified under BLDG ID
FLOOR	O	A/N 2	FLOOR OF BUILDING identified under BLDG ID (used primarily for equipment.)
ROOM	O	A/N 2	ROOM OF BUILDING identified under BLDG ID (used primarily for equipment)
RES POSITION NUMBER	R	A/N 12	POSITION NUMBER of person responsible for asset (usually Personnel Dept.'s position number.)
RESPONSIBLE DESCRIP	O	A/N 25	POSITION TITLE OR PERSON'S NAME matching above POSITION NUMBER
ACQ BASIS	R	A 1	VALUATION BASIS OF COST: H - Historical Cost = Original Cost E - Estimated Cost using Agency Method A - Appraisal value determined by external appraiser
ACQ MET	R	A 1	METHOD used to acquire asset: P - Purchase T - Trade-in L - Lease D - Donation/Gift I - Installment O - Other Method C - Construction N - Not applicable (owned by non-COV)
AVAIL CODE	R	A 1	AVAILABILITY: U -Unavailable for use by others S -Surplus property available for use by other agencies. (Must insert date under SURPLUS DATE on next line of screen) A -Available for part-time use by other divisions within the agency

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

FAACS Data Elements, Continued

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

SCREEN FIELDS			SCREEN FIELD DESCRIPTION
OWN STAT	R	A 1	OWNERSHIP STATUS: A - Owned by Agency of Commonwealth of VA (COV) G - Owned by Federal Government (CONTROL INDICATOR must be C) F - Owned jointly by COV and Federal Government S - Owned jointly by COV and another State C - Owned jointly by COV and a private organization O - Other status L - Leased (CONTROL INDICATOR must be C)
COND	R	A 1	CONDITION OF ASSET: O - Operable; I - Inoperable
TAG	R	A 1	INVENTORY TAG APPLIED: Y - Yes; N - No
COND IND	R	A 1	CONTROL INDICATOR: Insert C if Asset Value < /* capitalized limit. Insert C if leased asset; otherwise, leave blank.
ORGANIZATION	O	A/N 8	COST CENTER division, department, campus, etc. describing controlling organization
ACQ DATE	R	N 8	DATE ACQUIRED - Date agency purchased or took control. Show MMDDYYYY
SURPLUS DATE	R*	N 8	DATE asset became SURPLUS PROPERTY. AVAIL CODE must be S. Show MMDDYYYY. Required only for surplus transactions.
NOMENCLATURE	R	N 11	NOMENCLATURE CODE describes asset's useful life, etc. Refer to the Nomenclature Table.
USEFUL LIFE	O*	N 3	USEFUL LIFE in years. Included in NOMENCLATURE CODE. Insert here only if life varies from standard life. Deviations of <i>greater than 20%</i> are not accepted.
VENDOR ID	O	A/N 10	VENDOR IDENTIFICATION NUMBER - Insert vendor name or identifying number.
AGY LIST NUM	O	A/N 8	AGENCY LIST NUMBER from batch with expenditure voucher
VOUCHER	R	A/N 8	VOUCHER NUMBER assigned by Agency to expenditure
P O NUM	O	A/N 8	PURCHASE ORDER or Requisition Number if issued
FFY	O	N 4	FISCAL FUNDING YEAR - Use only if different from acquisition year.
FFM	O	N 2	FISCAL FUNDING MONTH - Use only if different from acquisition month.
QUANTITY	R*	N 6	NUMBER OF ASSETS - Default is 1; Zero fill. Required only if more than one asset with the same dollar value is assigned to one tag number. Using one record for multiple assets is discouraged.
LAST INV DATE	O	N 8	DATE OF LAST PHYSICAL INVENTORY; Show MMDDYYYY.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

FAACS Data Elements, Continued

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

<u>SCREEN FIELDS</u>			<u>SCREEN FIELD DESCRIPTION</u>
TRN	R	N 3	TRANSACTION CODE - CARS Transaction Code. (See CAPP Topic No. 70360, "Interface Requirements.")
FUND	R	N 4	FUND - Governmental Fund type users (General Fund, Special Revenue Fund, etc.) use 1500; higher education and proprietary funds users use proper fund code.
PROG	R	N 3	PROGRAM CODE used on the expenditure document.
SP	O	N 2	SUBPROGRAM code if indicated on the expenditure document. If 00 is used, leave this field blank.
EL	O	N 2	ELEMENT - Code if indicated on the expenditure document. If 00 is used, leave this field blank.
PROJ	O	N 5	PROJECT CODE - Code if indicated on the expenditure document. If the code is 00, leave this field blank.
CC	O	N 3	COST CODE - Use this CARS Code if indicated on the expenditure document.
AMOUNT	R	N 10.2	AMOUNT allocated to the transaction line. Amount must be right-justified, zero filled. The total of all Amount lines must equal the total acquisition cost of the asset. Include two places for cents. If the total amount (sum of all amount fields) is < \$5000, the CONT IND (Control Indicator) on Screen 1 must be C.
FS	R	N 2	FUNDING SOURCE - Indicates the source of funds used to acquire an asset. If the FUND to which expenditure is charged is 0100, use FS 40. Refer to the Funding Source Table.
GRANT	O	A/N 20	GRANT OR CONTRACT NUMBER - Use valid grant or contract number assigned by the Grantor Agency and appearing on the Notification of Grant Award OR CONTRACT #.
ORG	O	A/N 3	FUNDING ORGANIZATION - Indicates the Federal Grantor Agency. Refer to the Funding Organization Table.
DISP DATE	R*	N 8	DISPOSAL DATE - Date that agency disposed of an asset. The MMDDYYYY must be included if DISP CODE is shown. Only required on disposal transaction.
DISP PROCEEDS	R*	N(10.2)	DISPOSAL PROCEEDS - Amount, if any, received from the disposition. Right justify, zero fill. DISP CODE and DISP DATE must also be filled.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

FAACS Data Elements, Continued

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

SCREEN FIELDS			SCREEN FIELD DESCRIPTION
DISP CODE	R*	A 1	DISPOSAL CODE - Required if asset is disposed of: S = Sale or Trade-in T = Transfer Out A = Abandoned C = Casualty Loss L = Lost or Stolen K = Cannibalized If CODE is entered, DISPOSAL DATE must also be entered.
DISP QTY	R*	N 6	DISPOSAL QUANTITY - If blank, system defaults to 1. Quantity must be entered when actual QUANTITY (Screen 1) is greater than 1.
DISPOSAL DESCRIPTION	O	A/N 25	DISPOSAL INFORMATION - Not to be used for describing asset.
SERIAL NUMBER	O	A/N 20	SERIAL NUMBER OR MANUFACTURER'S NUMBER
MODEL NUMBER	O	A/N 6	MODEL NUMBER OR STYLE - Used primarily for equipment.
MANUFACTURER	O	A/N 16	MANUFACTURER'S NAME
COMP AGY/CAT/ID#	O		COMPONENT ID - Consisting of 3-part code to identify the main or aggregate asset of which this asset is a component. NOTE that the main or aggregate asset should be added to the system prior to entering component.
AGY		N 3	AGENCY - Identifies the agency number assigned to the main or aggregate asset.
CAT		N 1	ASSET CATEGORY - Indicates the Asset Category of the main or aggregate asset. Refer to the ASSET CAT in the FAACS ID NUMBER of the main asset.
ID #			A/N 9 IDENTIFICATION NUMBER - of the main or aggregate asset.
AGY LOAN TO	O	N 3	AGENCY NUMBER of Agency receiving an asset on loan. This identifies the physical location of the item.
NEG USE ALL	O	N(3.2)	NEGOTIATED USE ALLOWANCE - as granted for a particular asset in indirect cost negotiations when that allowance differs from the standard allowance.
SALVAGE VALUE	R	N10.2	SALVAGE VALUE assigned to an asset. Zero is a valid value. This field is required.
INSTALL DATE	O	N 8	INSTALLATION DATE - Date installed. MMDDYYYY
ACCEPTANCE DATE	O	N 8	ACCEPTANCE DATE - Indicates the date formally accepted by agency. MMDDYYYY
APR #	O	A/N 5	APPROVAL NUMBER assigned by Department of Information Technology to ADP equipment requests prior to acquisition.

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

FAACS Data Elements, Continued

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

<u>SCREEN FIELDS</u>		<u>SCREEN FIELD DESCRIPTION</u>	
MAINTENANCE:			
CONTRACT #	O	A/N 12	MAINTENANCE CONTRACT NUMBER
VENDOR ID#	O	A/N 10	VENDOR IDENTIFICATION NUMBER - Taxpayer Identification Number or Name.
CONTACT PERSON	O	A/N 25	MAINTENANCE CONTACT PERSON'S name and telephone number. Left justify.
INCEP DATE	O	N 8	INCEPTION DATE of maintenance service contract
EXP DATE	O	N 8	EXPIRATION DATE of maintenance service contract
RENEWAL DATE	O	N 8	RENEWAL DATE - Last date for contract renewal in order to provide uninterrupted service. MMDDYYYY
WARRANTY EXP DATE	O	N 8	WARRANTY EXPIRATION DATE - MMDDYYYY
AMOUNT	O	N 10.2	MAINTENANCE AMOUNT - to be recorded against asset.
+/-	O	A 1	+ =Add MAINTENANCE AMOUNT to cumulative total of asset. - =Deduct MAINTENANCE AMOUNT from cumulative total of asset. If blank and if a value is shown in MAINTENANCE AMOUNT, the amount will be added.

RISK MANAGMENT:			
REP INDX	O	N 3.2	CONSUMER PRICE INDEX (CPI) - System fills with 1.00 if left blank.
REP VALUE	O	N 10.2	REPLACEMENT VALUE of asset i.e., the current cost to acquire a comparable asset. If blank and the REPLACEMENT INDEX was coded, the asset's replacement value will automatically be calculated.
REP BASIS	O	A 1	REPLACEMENT BASIS - Basis of calculation: S =System Calculated A =Appraisal E =Estimated
ACT VALUE	O	N10.2	ACTUAL VALUE - Actual or resale value of asset. If blank, system will calculate.
VAL BASIS	O	A 1	VALUE BASIS - Method used to determine asset's actual value: S =System Calculated A =Appraisal E = Estimated H = Historical

Continued on next page

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

FAACS Data Elements, Continued

Legend: R = Required; R* = Required in Certain Situations; O = Optional (Agencies may require certain information); A = Alpha; N = Numeric

<u>SCREEN FIELDS</u>			<u>SCREEN FIELD DESCRIPTION</u>
LAST APP DATE	O	N 8	LAST APPRAISAL DATE - Date of last appraisal (used primarily for appreciating art collections and similar items. MMDDYYYY
POLICY EXP DATE	O	N 8	POLICY EXPIRATION DATE - MMDDYYYY
POLICY TYPE	O	A 1	TYPE OF INSURANCE POLICY: S = Self-insured B = Blanket policy I = Individual policy
INSURANCE POLICY #	O	A/N 15	INSURANCE POLICY NUMBER
INSURANCE POLICY DESCRIPTION	O	A/N 25	INSURANCE POLICY DESCRIPTION
LEASE ID	O	A/N 7	LEASE IDENTIFICATION : If Lessee, enter 3-digit Agency Number plus 4-digit Lease ID. If Lessor, enter 000 plus your 4-digit Lease ID.
LEASE TYPE	O	A 1	LEASE TYPE: 0 = Operating C = Capital (Required if LEASE ID is entered on screen.
LEASE INCEP DATE	O	N 8	LEASE INCEPTION DATE -Date lease began MMDDYYYY.
LEASE EXP DATE	O	N 8	LEASE EXPIRATION DATE - Date lease ends MMDDYYYY.



LEASE DESCRIPTION	O	A/N 25	DESCRIPTIVE INFORMATION up to 25 characters.
ESCALATION DATE	O	N 8	DATE on which asset's lease cost will escalate.
ACCRUAL DATE	O	N 8	ACCRUAL DATE from the lease agreement. MMDDYYYY.

LEASE FROM DESCRIP	O	A/N 25	DESCRIPTION OF LESSOR.
AGENCY LEASED FROM	O	N 3	AGENCY NO. if Lessor is a state agency.
LEASED COST	O	N 10.2	AMOUNT of periodic lease payment. Must be coded if PAYMENT METH is coded.
PAYMENT METH	O	A 1	PAYMENT METHOD - Indicates the frequency of periodic lease payments: M = Monthly; Q = Quarterly; S - Semi-annually; A = Annually; O = Other

LEASE TO DESCRIP	O	A/N 25	LEASE TO DESCRIPTION - Description of Lessee.
AGENCY LEASED TO	O	N 3	AGENCY NO. of Lessee

Volume No. 3—Automated Systems Applications	TOPIC NO.	70325
Function No. 70300—FAACS Online	TOPIC	Data Entry/Inquiry
	DATE	June 2004

Contacts

DOA Contact Assistant Manager, Fixed Assets and Indirect Cost
 (804) 225-2646
FAX (804) 786-3356
 finrept@doa.virginia.gov

Subject Cross References

References CAPP Topic No. 70320 – *System Flow*
